

Event Request Form

Patricia Kempthorne
First Lady of Idaho

Please send Request to:
Office of the First Lady
P.O. Box 83720
Boise, Idaho 83720-0034
FAX: 208-334-3454
Phone: 208-334-2100
E-mail: twilde@gov.idaho.gov

Received by:

<input type="checkbox"/> Accept <input type="checkbox"/> Regret For Governor's Office Only
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Event:

Organization:

Date of Event:

Time Event Begins:

Time Event Ends:

Mrs. Kempthorne Starting Time:

Length of time the First Lady will be involved:

Time Allocated & Traveling:

Event Location:

Address:

Size:

Type of Audience:

Agenda:

Open to Public:

Media Expected: (please include copy of press release)

Media Contact:

First Lady's Role:

First Lady's Attire:

Meal Available:

If at a meal is there a reserved table?

Who will be seated at head table?

Legislators/Head Guest:

Contact Person:	Phone:
Cell:	Email:

Please attach a specific draft agenda for the event, comprehensive information about your organization, specific directions relating to your location (or a map) or any other information you think would be helpful, at least one week prior to the event.